AUTOMATION EQUIPMENT LOG Page 1 of 2 For use of this form, see USMEPCOM Reg 25-3 INSTRUCTIONS: Use bond paper for continuation sheet. Keep log on or near equipment described below. This log will be kept for the life of the equipment. Destroy log after equipment is turned in as excess to a property disposal office. 1. PC name: 2. Name: 3. Login: 4. Make: 5. Model: 6. Serial number: 7. Hard drive size: 8. Memory: 9. Speed: 10. Location/room number: 11. IP address: Computer b. LPT2: c. LPT3: 12. Printer(s): a. LPT1: 13. Date acquired: 14. Date installed: 15. Peripheral equipment: b. Yes c. No d. Make e. Model f. Serial number a. Attached equipment g. Comments

16. Authorized software (e.g., support by approved IMENS, site license application provided by Information Management):

a. Software	b. Version	c. IMENS	d. Software	e. Version	f. IMENS

17. Maintenance/upgrade performed on equipment:		
a. Date (MM/DD/YY)	b. Maintenance/upgrade performed/applied	c. Initials